REPLY TO
ATTENTION OF:

ATZK-IM (25)   9 July 2002

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 38-40 – Use of Letterhead

1. Reference Secretary of the Army Memo, 28 May 2002, subj: Army Directive #3 – Use of Letterhead (enclosed).

2. Due to our modern computer technology, it is now more practical to print both the letterhead and the text of the letter/memo at the same time, in lieu of using pre-printed letterhead.

3. In order to realize immediate costs savings by eliminating the need for storage, shipping and handling costs associated with pre-printed letterhead, the Secretary of the Army has directed that computer-generated letterhead, with the Department of Defense seal, will be used throughout the Department of the Army. Letterhead will be printed in black ink, thus eliminating the need for large numbers of color printers throughout the Army.

4. The USAARMC and Ft Knox letterhead with DOD emblem is available for download from the Ft Knox Web Site at http://www.knox.army.mil/garrison/doim/pubs/Letterhead/Letterhead.doc. This document may be edited for use by all units/commands.

Encl

R. STEVEN WHITCOMB
Major General, USA
Commanding

DISTRIBUTION:
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MEMORANDUM FOR ALL ARMY PERSONNEL

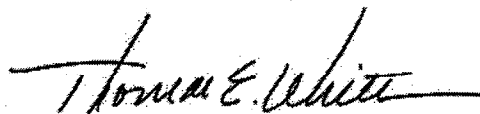SUBJECT: Army Directive #3 - Use of Letterhead

Considering the capabilities of desktop computers, software, and office printers that are typically available, it is now more practical to print both the letterhead and the text of the letter at the same time, in lieu of using pre-printed letterhead.

In order to realize immediate cost savings by eliminating the need for storage, shipping and handling costs associated with pre-printed letterhead, the use of computer-generated letterhead, with the Department of Defense seal, will be used throughout the Department of the Army. Letterhead will be printed in black ink. This will obviate the need for a large number of color printers throughout our headquarters.

A letterhead template is available for downloading from the Army Publications Web Site at http://www.usapa.army.mil.

Commanders will institutionalize this practice in their headquarters.

My Administrative Assistant will ensure this change is reflected in revisions to AR 25-30 and AR 25-50.

Thomas E. White

Encl to memo, ATZK-IM, 9 Jul 02, subj: Thunderbolt Six Policy Memo No. 38-40 – Use of Letterhead